



INDIANA FIREFIGHTER TRAINING SYSTEM 2013 CORE COMPETENCY TASK BOOK



FIRE FIGHTER SKILLS TASK BOOK





INDIANA FIREFIGHTER TRAINING SYSTEM 2013 CORE COMPETENCY TASK BOOK





INDIANA FIREFIGHTER TRAINING SYSTEM 2013 CORE COMPETENCY TASK BOOK



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INTRODUCTION

This Core Competency Task Book (CCTB) has been developed to document the required core competencies for Trainee based training. Each objective lists the performance requirements (tasks) in a format that allows the individual to be evaluated by the current standard. Successful performance of all tasks, as observed and recorded by a department approved evaluator, will allow the Trainee to receive training credit, based on the completion of the skill. Evaluation and confirmation of the individual's performance of all tasks may involve more than one evaluator. It is important that performance be critically evaluated and accurately recorded by each evaluator. All statements within a task which require an action must be successfully demonstrated before the task is to be signed off.

In this book, there are numerous skills that center on team work. Some of those skills are centered around tasks that your department may not be involved in on a regular basis. **Before using this book, it is important to know what your department needs are to train upon, AND what will be the essential skills that are important to your department?**

The skills may also be completed in a double or multiple fire department partnership. Departments can work together to supply the equipment that is needed, as well as demonstrate and evaluate the tasks.

Several tasks require action by both a lead and backup Trainee. Trainees must successfully complete tasks for both positions. In rare & specific cases, simulated procedures may be used to meet the requirements of the above objectives.

By completing the skill check offs, the record will show the skills in which were demonstrated, the date, as well as the signatures of the Trainee and the Evaluator. This will assist the agency/department in the event of recertification requirements; in service hours for Instructional based methods, as well as OSHA inspections.

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RESPONSIBILITIES

The Fire Chief or his/her designee may authorize personnel to be an evaluator and to sign the Core Competency Task Book. Individuals may not sign off on themselves.

The Training Officer is normally the designated final evaluator and he/she will review each completed CCTB with the Fire Chief or Designee. The "Evaluator" ***CANNOT teach or coach while he/she is evaluating.***

The **Trainee** is responsible for:

- Reviewing and understanding instructions in the CCTB.
- Identifying desired objectives/goals.
- Satisfactorily demonstrating completion of all tasks within the certification year.
- Assuring the Evaluation Record is complete.
- Notifying his/her "Company Officer/Leader" when the CCTB is complete and providing a copy for his/her department records.

The **Evaluator** is responsible for:

- Being qualified and proficient in the position being evaluated.
- Explaining to the Trainee the evaluation procedures that will be utilized.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and signing after completion of the task.

The **Final Evaluator** is responsible for:

- Checking off each Trainee as they complete a specific skill task. The skills check off sheet is enclosed to aid the Training Officer in tracking all of the Trainees' status of completion.



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IMPORTANT NOTICE

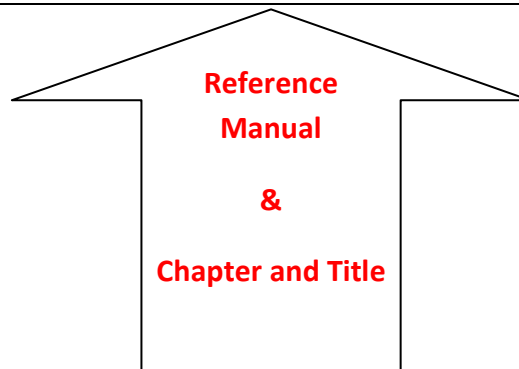
Each Trainee, as well as the Evaluator shall read the instructions sections within the skill sheets. This section will include important information such as **(but not limited to):**

- Equipment needed
- Skill Scenarios
- Actual Skill Check off Sheets
- Team element drill notices

ALL skills are measured with the Firefighter I standard.

Reference Material

Reference Material – IFSTA Manual, 5th Edition, Chapter 15 (Fire Control)



Check out pages 66-85 for a comprehensive look at a *“10 Step Action Plan for a Safer, More Effective Interior Attack”* (Buckman, 2013).



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GLOSSARY OF TERMS

BA- Breathing Apparatus (SCBA- 3 sections)

CCTB- Core Competency Task Book

FE- Forcible Entry

HA- Hose Line Advancement- 2 sections

HV- Hydraulic Ventilation

MV- Mechanical Ventilation

PPE- Personal Protective Equipment – 2 sections

SFA- Structure Fire Attack – 4 sections

VR- Victim Rescue

Trainee- Trainee that is training on the above skills

Evaluator- Personnel that evaluates above skills for another Trainee

Instructions to the Monitor/Evaluator- Instructions for the Evaluator to view prior to training

Instructions to the Trainee- Instructions for the Trainee to view prior to training

Equipment / Planning List- Equipment that will be needed for the skills evaluation

SIDS- Sudden Infant Death Syndrome

CPR- Cardio Pulmonary Resuscitation



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Firefighter Cancer Risk Reduction Action

Change your mentality

Use SCBA's start to finish

Shower thoroughly after a fire

Wash your PPE and helmet after a fire

Training/awareness

Exercise

Nutrition

Tobacco free workplace

Sun protection

Bunker gear out of living quarters

Baby wipes/remove soot

Decon fire apparatus interior

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SCBA USE IN RESTRICTED PASSAGES

Skill Number: BA-1

Objectives: 5.3.9

INSTRUCTIONS TO THE MONITOR/EVALUATOR

- | | |
|----|--|
| 1. | The Trainee shall be given the instructions below before beginning the exercise. |
| 2. | Check off each step as the Trainee completes it. |

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Self Contained Breathing Apparatus (with PASS device)
- C. Wax Paper (for obscured visibility) or Simulated Smoke or face piece cover
- D. Training Room/Building to conduct training
- E. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

The Trainee, while wearing a self-contained breathing apparatus, shall demonstrate a proper emergency procedure for escaping through a restricted passage. (Note- This is to be accomplished in an obscured visibility environment using either Simulated Smoke or face piece cover, total darkness or face piece covers.)

- | | |
|----|--|
| 1. | Wears full personal protective equipment including SCBA with PASS device. |
| 2. | Never removes the face piece. |
| 3. | Changes body position, rotating 45°, and tries again. |
| 4. | Partially removes the SCBA unit by loosening straps and rotating the SCBA unit under the arm along the rib cage. |
| 5. | As a last resort, performs a "full escape" by removing the harness assembly and holding the SCBA unit in front of him/her. |
| 6. | Always maintains contact with the SCBA unit, holding on to the shoulder straps and regulator assembly. |
| 7. | Maintains control of the unit, not moving it away or allowing the face piece to be pulled away. |
| 8. | Reattaches the harness as soon as he/she is through the restricted space. |



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Reference Material – IFSTA Manual, 5th Edition, Chapter 5 (Rescue & Extrication)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



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Donning PPE

Skill Number: PPE-1 (part 1)

Objectives: 5.1.1.2, 5.3.1

INSTRUCTIONS TO THE MONITOR/EVALUATOR

1. The Trainee shall be given the instructions below before beginning the exercise.
2. Check off each step as the Trainee completes it.

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Training Room/Building to conduct training
- C. Watch with second hand or stop watch
- D. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

While standing in the ready position at their turnout gear, once the Evaluator says begin, the Trainee shall don PPE (Boots, pants, coat, gloves, hood, & helmet) within 1 minute, per NFPA.

1. Don pants and boots according to manufacturer's guidelines, including suspenders.
2. Don hood (may don around the neck).
3. Don coat, with closure secure and collar up.
4. Don helmet.
5. Don gloves.
6. Donning complete in one minute.

Reference Material – IFSTA Manual, 5th Edition, Chapter 5 (Personal Protective Equipment)

Trainee's Name

Date

Evaluator's Name

Trainee's Signature

Updated

Evaluator's Signature



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Donning SCBA (Coat Method)

Skill Number: PPE-2 (part 2)

Objectives: 5.3.111 & 5.3.305

INSTRUCTIONS TO THE MONITOR/EVALUATOR

1. The Trainee shall be given the instructions below before beginning the exercise.
2. Check off each step as the Trainee completes it.

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Self Contained Breathing Apparatus (with PASS device)
- C. SCBA storage case or compartment
- D. Training Room/Building to conduct training
- E. Watch with second hand or stop watch
- F. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

The Trainee, while wearing their PPE will don an SCBA by utilizing the **method of choice** by the Evaluator. The Trainee will be told this training scenario is designed for the trainee to demonstrate their individual ability to don SCBA in accordance fire department policies and procedures.

1. Wears personal protective equipment (Boots, pants, coat)
2. Position SCBA with the valve end of the cylinder toward the body.
3. Open cylinder valve.
 - a. Low pressure alarm sounds
 - b. Valve fully open
 - c. Cylinder at least 90% full
4. Check cylinder and regulator pressure gauges.
 - a. Pressure readings within 100psi OR needles on both pressure gauges indicate same pressure
5. Grasp the top of the left shoulder strap on the SCBA with the left hand and raise the SCBA overhead.
6. Guide left or right elbow through the loop formed by the respective shoulder strap. Repeat for other side.
7. Fasten chest strap, buckle waist strap and adjust shoulder straps
8. Don face piece.
 - a. Check face piece seal
 - b. No air leakage



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9.	Connect air supply to face piece. a. Take normal breaths
10.	Don hood, helmet and gloves a. Ensure that no skin is exposed b. Donning completed within one minute

Reference Material – IFSTA Manual, 5th Edition, Chapter 5 (Rescue & Education)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



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Donning SCBA (Over the Head Method)

Skill Number: PPE-2 (part 2)

Objectives: 5.3.111 & 5.3.305

INSTRUCTIONS TO THE MONITOR/EVALUATOR

1. The Trainee shall be given the instructions below before beginning the exercise.
2. Check off each step as the Trainee completes it.

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Self Contained Breathing Apparatus (with PASS device)
- C. SCBA storage case or compartment
- D. Training Room/Building to conduct training
- E. Watch with second hand, or stop watch

INSTRUCTIONS TO THE TRAINEE

The Trainee, while wearing their PPE will don an SCBA by utilizing the **method of choice** by the Evaluator. The Trainee will be told this training scenario is designed for the trainee to demonstrate their individual ability to don SCBA in accordance fire department policies and procedures.

1. Wears full turnout gear
2. Position SCBA with the valve end of the cylinder away the body.
3. Open cylinder valve.
 - a. Low pressure alarm sounds
 - b. Valve fully open
 - c. Cylinder at least 90% full
4. Check cylinder and regulator pressure gauges.
 - a. Pressure readings within 100psi OR needles on both pressure gauges indicate same pressure
5. Raise the SCBA overhead while guiding elbows into the loops formed by the shoulder straps.
 - a. Grasp both sides of the harness assembly and allow it slide down back
6. Fasten chest strap, buckle waist strap, and adjust shoulder straps.
7. Don face piece.
 - a. Check face piece seal
 - b. No air leakage
8. Connect air supply to face piece.
 - a. Take normal breaths



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9.	Don hood, helmet and gloves
	a. Ensure that no skin is exposed
	b. Donning completed within one minute

Reference Material – IFSTA Manual, 5th Edition, Chapter 5 (Rescue & Education)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



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Donning SCBA (Seat Mounted Method)

Skill Number: PPE-2 (part 2)

Objectives: 5.3.111 & 5.3.305

INSTRUCTIONS TO THE MONITOR/EVALUATOR

- | | |
|----|--|
| 1. | The Trainee shall be given the instructions below before beginning the exercise. |
| 2. | Check off each step as the Trainee completes it. |

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Self Contained Breathing Apparatus (with PASS device)
- C. Seat with mounted SCBA bracket
- D. Watch with second hand, or stop watch

INSTRUCTIONS TO THE TRAINEE

The Trainee, while wearing their PPE will don an SCBA by utilizing the **method of choice** by the Evaluator. The Trainee will be told this training scenario is designed for the trainee to demonstrate their individual ability to don/doff SCBA in accordance fire department policies and procedures.

- | | |
|----|--|
| 1. | Wears full turnout gear |
| 2. | Open cylinder valve. <ul style="list-style-type: none">a. Low pressure alarm soundsb. Valve fully openc. Cylinder at least 90% full |
| 3. | Check cylinder and regulator pressure gauges. <ul style="list-style-type: none">a. Pressure readings within 100psi OR needles on both pressure gauges indicate same pressure |
| 4. | Position body in seat with back firmly against the SCBA. <ul style="list-style-type: none">a. Release the SCBA hold down device |
| 5. | Insert arms through shoulder straps |
| 6. | Fasten chest strap, buckle waste strap and adjust shoulder straps |
| 7. | Don face piece. <ul style="list-style-type: none">a. Check face piece sealb. No air leakage |



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8.	Connect air supply to face. a. Take normal breaths
9.	Don hood, helmet and gloves. a. No skin exposed b. Donning completed within one minute

Reference Material – IFSTA Manual, 5th Edition, Chapter 5 (Rescue & Education)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



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SCBA- OPERATE EMERGENCY BYPASS/PURGE VALVE

Skill Number: BA-2

Objectives: 5.3.112

INSTRUCTIONS TO THE MONITOR/EVALUATOR

1. The Trainee shall be given the instructions below before beginning the exercise.
2. Check off each step as the Trainee completes it.

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Self Contained Breathing Apparatus (with PASS device)
- C. Wax Paper (for obscured visibility) or Simulated Smoke or face piece cover
- D. Training Room/Building to conduct training
- E. 2 Handheld radios for communication (1 for Trainee and 1 for Evaluator)
- F. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

The Trainee, while wearing full turnout gear and SCBA, shall demonstrate the use of the emergency bypass (purge) valve in the event of a regulator malfunction in a zero visibility environment (Simulated Smoke or face piece cover, darkness or face piece covers.)

1. Attempts to call for help by declaring a MAYDAY (by using "LUNAR") via handheld radio
2. Locate the bypass valve
3. Opens the bypass/purge valve partially
4. Take a breath
5. Closes the valve until another breath is needed
6. Activates the PASS device

Reference Material – IFSTA Manual, 5th Edition, Chapter 5 (Personal Protective Equipment)

Trainee's Name

Date

Evaluator's Name

Trainee's Signature

Updated

Evaluator's Signature



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Doff SCBA

Skill Number: PPE-2 (part 2)

Objectives: 5.1.12

INSTRUCTIONS TO THE MONITOR/EVALUATOR

- | | |
|----|--|
| 1. | The Trainee shall be given the instructions below before beginning the exercise. |
| 2. | Check off each step as the Trainee completes it. |

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Self Contained Breathing Apparatus (with PASS device)
- C. SCBA storage case or compartment
- D. Training Room/Building to conduct training
- E. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

The Trainee, while wearing their PPE will doff an SCBA, and place the unit back into service. The Trainee will be told this training scenario is designed for the trainee to demonstrate their individual ability to doff, and inspect an SCBA in accordance with fire department policies and procedures.

- | | |
|----|---|
| 1. | Wears full turnout gear |
| 2. | Remove SCBA |
| 3. | Close cylinder valve completely |
| 4. | Bleed air cylinder pressure and replace cylinder if less than 90% of rated capacity |
| 5. | Return all straps, valves and components back to ready state |
| 6. | Identify all components of SCBA are present: harness assembly, cylinder, face piece and PASS device |
| 7. | Inspect all components of SCBA for cleanliness and damage |
| 8. | If no damage is found to SCBA assembly and bottle, place in case, seat mount or bracket in the ready position |



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Reference Material – IFSTA Manual, 5th Edition, Chapter 5 (Rescue & Education)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



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SKIP BREATHING

Skill Number: BA-3

Objectives: 5.3.112

INSTRUCTIONS TO THE MONITOR/EVALUATOR

- | | |
|----|--|
| 1. | The Trainee shall be given the instructions below before beginning the exercise. |
| 2. | Check off each step as the Trainee completes it. |

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Self Contained Breathing Apparatus (with PASS device)
- C. Training Room/Building to conduct training
- D. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

The Trainee shall don full turnout gear, including an SCBA with PASS device in a safe haven area, shall demonstrate the skip breathing technique used to conserve air.

- | | |
|----|--|
| 1. | Wears full PPE including SCBA with PASS device. |
| 2. | Inhales as during normal breathing. |
| 3. | Holds the breath for as long as it would take to exhale. |
| 4. | Inhales again. |
| 5. | Exhales slowly. |

Reference Material – IFSTA Manual, 5th Edition, Chapter 5 (Personal Protective Equipment)

Trainee's Name

Date

Evaluator's Name

Trainee's Signature

Updated

Evaluator's Signature



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RESCUE/EXTRICATION- CONDUCT PRIMARY SEARCH

Skill Number: PS-1

Objectives: 5.3.9

INSTRUCTIONS TO THE MONITOR/EVALUATOR

1. The Trainee shall be given the instructions below before beginning the exercise.
2. Check off each step as the Trainee completes it.

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Self Contained Breathing Apparatus (with PASS device)
- C. Wax Paper (for obscured visibility) or Simulated Smoke or face piece cover
- D. Training Room/Building to conduct training
- E. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

The Trainee, while wearing full PPE, including SCBA in a darkened environment shall conduct a primary search in a smoke filled (simulated) room or by utilizing a mask cover to obscure the vision of the wearer. This is a team element drill.

1. Confirm order with officer to conduct primary search
 - a. Establish search pattern to be used
2. Size up structure to be searched.
 - a. Hazards present
 - b. Construction type and features
 - c. Potential escape routes
 - d. Fire and smoke conditions
3. Search the structure using established search pattern.
 - a. cursory search of likely victim areas (closets, cabinets, rooms, etc.)
 - b. Call out for victims
 - c. Maintain team integrity and communication
 - d. Work from fire area to exterior
 - e. Maintain situational awareness
4. Identify rooms that have been searched.
5. Remove any victims.
 - a. Inform officer of victim(s)
6. Exit building when search is complete or when conditions dictate.
7. Report to officer completion of primary search
8. List considerations and steps necessary to complete a secondary search



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Reference Material – IFSTA Manual, 5th Edition, Chapter 5 (Personal Protective Equipment)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



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FORCIBLE ENTRY

Skill Number: FE-1

Objectives: 5.3.4

INSTRUCTIONS TO THE MONITOR/EVALUATOR

1. The Trainee shall be given the instructions below before beginning the exercise.
2. Check off each step as the Trainee completes it.

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Halligan bar and flat head axe
- C. Inward swinging door (or prop)
- D. Training Room/Building to conduct training
- E. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

The Trainee shall force entry through an inward-swinging door by using the two Trainee method. This is a team element drill.

1. Assemble all necessary tools and equipment for forcible entry
2. Transport tools to the entry location and prepare for use
3. Trainee #2: check door for heat and ensures it is safe to enter
4. Trainee #1: Place the fork of a Halligan bar just above or below the lock with the bevel side of the fork against the door.
5. Trainee #1: Angle the tool slightly up or down.
6. Trainee #2: Strike the tool with the back side of the flat-head axe
7. Trainee #2: Drive the forked end of the tool past the interior doorjamb.
8. Trainee #1: Move the bar slowly perpendicular to the door being forced to prevent the fork from penetrating the interior doorjamb.
9. Trainee #1: Make sure the fork has penetrated between the door and the door jamb.
10. Trainee #1: Exert pressure on the tool toward the door, forcing it open.

Reference Material – IFSTA Manual, 5th Edition, Chapter 9 (Forcible Entry)

Trainee's Name

Date

Evaluator's Name

Trainee's Signature

Updated

Evaluator's Signature



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HOSE LINE ADVANCEMENT

Skill Number: HA-1 & 2 (Combined Skill)

Objectives: 5.3.10

INSTRUCTIONS TO THE MONITOR/EVALUATOR

- | | |
|----|--|
| 1. | The Trainee shall be given the instructions below before beginning the exercise. |
| 2. | Check off each step as the Trainee completes it. |

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Self Contained Breathing Apparatus (with PASS device)
- C. Fire Apparatus (with hose bed) w/ pre connected hose with nozzle
- D. Training Room/Building to conduct training
- E. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

The Trainee shall advance the pre connected flat hose load, as well as advance a line into a structure.

- | | |
|-----|--|
| 1. | Put one arm through the longer loop. |
| 2. | Grasp the shorter pull loop with the same hand. |
| 3. | Grasp the nozzle with the opposite hand. |
| 4. | Pull the load from the bed using the pull loops. |
| 5. | Advance toward the fire. |
| 6. | Proceed until the hose is fully extended. |
| 7. | Conduct a visual size up of scene to identify hazards. |
| 8. | Start airflow in SCBA before approaching structure entrance or entering smoke environment. |
| 9. | Advance the hose to building entrance but do not enter the building. Size up environment to identify hazards. Approach door from side opposite hinges. |
| 10. | Direct driver/operator to charge hoseline. |
| 11. | Set the desired nozzle pattern and bleed air from hoseline. |
| 12. | Confirm readiness to enter structure with officer. |
| 13. | Enter the structure while staying low and maintaining spacing. |
| 14. | Maintain situational awareness of the environment and fire conditions. |



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Reference Material – IFSTA Manual, 5th Edition, Chapter 13 (Fire Hose)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



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VICTIM RESCUE

Skill Number: VR-1

Objectives: 5.3.9

INSTRUCTIONS TO THE MONITOR/EVALUATOR

1. The Trainee shall be given the instructions below before beginning the exercise.
2. Check off each step as the Trainee completes it.

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Ladder (14' or extension ladder)
- C. Training Room/Building to conduct training w/ 2nd story access
- D. Firefighter (for conscious victim)
- E. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

The Trainees shall assist a conscious victim down a ground ladder. This is a team element drill consisting of 4 personnel. The evaluator shall inform each Trainee their respective position prior to attempting the task.

1. Position the ladder.
 - a. Tip at the sill of the rescue window
 - b. Correct climbing angle.
2. Secure the ladder.
 - a. With rope hose tool
 - b. Top and bottom, if possible
3. Heeler: Heel the ladder.
4. Rescuer: Climb the ladder.
 - a. Until in a position below window for receiving victim
 - b. Both feet on one rung
5. Trainees in building: Lower the victim from the window to the rescuer on the ladder.
 - a. Feet first
 - b. Facing building
6. Rescuer: Position the victim for carrying.
 - a. Forearms under victim's armpits
 - b. Hands on ladder rungs in front of victim
7. Descend the ladder.
 - a. One rung at a time
 - b. Supporting and reassuring victim



INDIANA FIREFIGHTER TRAINING SYSTEM

2013 CORE COMPETENCY TASK BOOK



Reference Material – IFSTA Manual, 5th Edition, Chapter 10 (Ground Ladders)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



INDIANA FIREFIGHTER TRAINING SYSTEM

2013 CORE COMPETENCY TASK BOOK



VENTILATION

Skill Number: HV-1

Objectives: 5.3.11

INSTRUCTIONS TO THE MONITOR/EVALUATOR

- | | |
|----|--|
| 1. | The Trainee shall be given the instructions below before beginning the exercise. |
| 2. | Check off each step as the Trainee completes it. |

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Self Contained Breathing Apparatus (with PASS device)
- C. Simulated Smoke or face piece cover
- D. Training Room/Building to conduct training w/ window and/or door
- E. Charged hose line w/ nozzle
- F. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

The Trainees shall ventilate a structure by using hydraulic ventilation. This is a team element drill consisting of 2 personnel. The evaluator shall inform each Trainee their respective position prior to attempting task. Once each Trainee has operated the nozzle to perform hydraulic ventilation, the drill is complete. Evaluator shall give the following information to the Trainees:

- a. They are inside a room within a structure where you have extinguished a fire involving room and contents only.
- b. The ventilation crew has been unsuccessful.
- c. We need to ventilate this room with our hose line.
- d. Find a window or door and open it.

- | | |
|----|--|
| 1. | Confirm order with officer to perform horizontal hydraulic ventilation. |
| 2. | Assemble and transport all necessary equipment. |
| 3. | Extend the nozzle outside of opening and open nozzle. Set the fog nozzle pattern wide enough to cover 85-90 percent of window or door opening. Bring nozzle approximately 2 feet (0.6 m) inside of building. |
| 4. | Monitor progress of ventilation. |



INDIANA FIREFIGHTER TRAINING SYSTEM

2013 CORE COMPETENCY TASK BOOK



Reference Material – IFSTA Manual, 5 th Edition, Chapter 11 (Ventilation)
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Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



INDIANA FIREFIGHTER TRAINING SYSTEM

2013 CORE COMPETENCY TASK BOOK



VENTILATION

Skill Number: MV-1

Objectives: 5.3.11

INSTRUCTIONS TO THE MONITOR/EVALUATOR

- | | |
|----|--|
| 1. | The Trainee shall be given the instructions below before beginning the exercise. |
| 2. | Check off each step as the Trainee completes it. |

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Self Contained Breathing Apparatus (with PASS device)
- C. Simulated Smoke or face piece cover
- D. Training Room/Building to conduct training w/ window and/or door
- E. Charged hose line w/ a fog nozzle
- F. One or two PPV fans
- G. Trainee Check Off Forms

INSTRUCTIONS TO THE TRAINEE

The Trainees shall ventilate a structure by using mechanical ventilation. This is a team element drill consisting of 3 personnel. The evaluator shall inform each Trainee their respective position prior to attempting task. Evaluator shall give the following information to the Trainees:

- a. Point of entry to use.
- b. Location/seat of the fire.
- c. Possible exit openings to use.
- d. No other operations are going on inside the structure.
- e. Forcible entry has occurred.

- | | |
|----|---|
| 1. | Confirm order with officer to ventilate structure. |
| 2. | Place fan near entrance opening so that it will create a positive pressure within the structure. |
| 3. | Start fan(s) and temporarily direct away from the opening. |
| 4. | Create exit opening approximately equal to or smaller than the point of entry. |
| 5. | Direct fan into point of entry so that cone of air covers opening. |
| 6. | Determine if smoke is moving away from point of entry and toward the exit. If not, discontinue use of fan and re-evaluate location of point of entry and exit, as well as any obstructions of the air flow. |
| 7. | Clear smoke out of the building. |



INDIANA FIREFIGHTER TRAINING SYSTEM

2013 CORE COMPETENCY TASK BOOK



Reference Material – IFSTA Manual, 5th Edition, Chapter 11 (Ventilation)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



INDIANA FIREFIGHTER TRAINING SYSTEM

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STRUCTURE FIRE ATTACK: ABOVE GRADE LEVEL

Skill Number: SFA-1(Lead Trainee)

Objectives: 5.3.11

INSTRUCTIONS TO THE MONITOR/EVALUATOR

1. The Trainee shall be given the instructions below before beginning the exercise.
2. Check off each step as the Trainee completes it.

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Self Contained Breathing Apparatus (with PASS device)
- C. Simulated Smoke or face piece cover
- D. Training Room/Building to conduct training w/ 2nd floor
- E. Charged hose line w/ nozzle
- F. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

The Trainees, given the materials listed in section 1, shall demonstrate proper procedures for extinguishing an interior fire on an upper floor. This is a team element drill. The Evaluator shall assign task assignments to each Trainee.

1. Wears full PPE with SCBA.
2. Selects proper hose line and nozzle.
3. Performs activities within the realm of an established ICS.
4. Determines the point of entry (extinguishment begins at unburned side).
5. Bleeds air from the hose line.
6. Sets a solid or straight stream pattern on the nozzle.
7. Extinguishes any burning area(s).
8. Stays out of the doorway on the side opposite the hinges and opens the door slowly
9. Advances to the stairwell by crawling, keeping head up and feet down.
10. Keeps the hose along the outside of the stairwell.
11. Upon reaching the fire floor, advances to the fire room by crawling or duck walk.
12. Applies water using an appropriate pattern.
13. Manages the fire stream based on the conditions.
14. Ensures that the fire is extinguished.



INDIANA FIREFIGHTER TRAINING SYSTEM

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Reference Material – IFSTA Manual, 5 th Edition, Chapter 15 (Fire Control)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



INDIANA FIREFIGHTER TRAINING SYSTEM

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STRUCTURE FIRE ATTACK: ABOVE GRADE LEVEL

Skill Number: SFA-2(Backup Trainee)

Objectives: 5.3.11

INSTRUCTIONS TO THE MONITOR/EVALUATOR

1. The Trainee shall be given the instructions below before beginning the exercise.
2. Check off each step as the Trainee completes it.

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Self Contained Breathing Apparatus (with PASS device)
- C. Simulated Smoke or face piece cover or face piece cover
- D. Training Room/Building to conduct training w/ 2nd floor
- E. Charged hose line w/ nozzle
- F. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

The Trainees, given the materials listed in section 1, shall demonstrate proper procedures for extinguishing an interior fire on an upper floor. This is a team element drill. The Evaluator shall assign task assignments to each Trainee.

1. Wears full PPE with SCBA.
2. Performs activities within the realm of an established ICS.
3. Stays out of the doorway on the side opposite the hinges and opens the door slowly
4. Advances to the stairwell by crawling or using duck walk.
5. Pulls slack for the lead Trainee.
6. Advances to the stairwell by crawling, keeping head up and feet down.
7. Keeps the hose along the outside of the stairwell.
8. Ensures the hose does not kink.
9. Stops at corners to pull slack around the corner, then follows the hose back to the Lead Trainee.
10. Upon reaching the fire floor, advances to the fire room by crawling or duck walk.



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Reference Material – IFSTA Manual, 5 th Edition, Chapter 15 (Fire Control)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



INDIANA FIREFIGHTER TRAINING SYSTEM 2013 CORE COMPETENCY TASK BOOK



STRUCTURE FIRE ATTACK: BELOW GRADE LEVEL	
Skill Number: SFA-3(Lead Trainee)	Objectives: 5.3.11
INSTRUCTIONS TO THE MONITOR/EVALUATOR	
1.	The Trainee shall be given the instructions below before beginning the exercise.
2.	Check off each step as the Trainee completes it.
EQUIPMENT / PLANNING LIST	
A. Full turnout gear (helmet, hood, coat, pants, boots, gloves) B. Self Contained Breathing Apparatus (with PASS device) C. Simulated Smoke or face piece cover or face piece cover D. Training Room/Building to w/ a basement or a building with an upper floor so that it may simulate a structure with a basement E. Trainee Check Off Form	
INSTRUCTIONS TO THE TRAINEE	
The Trainees, given the materials listed in section 1, shall demonstrate proper procedures for extinguishing an interior fire on a lower floor or basement. This is a team element drill. The Evaluator shall assign task assignments to each Trainee.	
1.	Wears full PPE with SCBA.
2.	Selects proper hose line and nozzle.
3.	Performs activities within the realm of an established ICS.
4.	Determines the point of entry (extinguishment begins at unburned side).
5.	Bleeds air from the hose line.
6.	Sets a solid or straight stream pattern on the nozzle.
7.	Extinguishes any burning area(s).
8.	Stays out of the doorway on the side opposite the hinges and opens the door slowly
9.	Advances to the stairwell by crawling, keeping head up and feet down.
10.	Keeps the hose along the outside of the stairwell.
11.	Upon reaching the fire floor, advances to the fire room by crawling or duck walk.
12.	Applies water using an appropriate pattern.
13.	Manages the fire stream based on the conditions.
14.	Ensures that the fire is extinguished.



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Reference Material – IFSTA Manual, 5th Edition, Chapter 15 (Fire Control)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



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SUDDEN INFANT DEATH SYNDROME

Skill Number: SIDS

INSTRUCTIONS TO THE MONITOR/EVALUATOR

1. The Trainee shall be given the instructions below before beginning the exercise.
2. Check off each step as the Trainee completes it.

EQUIPMENT / PLANNING LIST

- A. Training Room/Building to conduct training
- B. SIDS power point (In Mandatory package-(<http://www.in.gov/dhs/3093.htm>)
- C. Projector w/ screen
- D. Computer with power point capability
- E. Instructor Guide and Student Guide
- F. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

The Trainee, given the materials listed in section 1, shall complete the introductory education on Sudden Infant Death Syndrome (SIDS) through the use of the Student Guides, and power point presentation.

1. Identifies SIDS, and what it is.
2. Identifies the causes of SIDS
 - a. Birth Defect
 - b. Stress
 - c. Failure to develop
 - d. Critical period (such as rapid growth)
3. Identifies that SIDS is NOT preventable
4. Identify the actions of a Firefighter, who responds on a SIDS incident:
 - a. Notify Police
 - b. Notify Coroner
 - c. Control access to room where death occurred
 - d. Be sensitive to the needs of the parents and family
 - e. Parents should NOT hold the baby



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Reference Material – <http://www.in.gov/dhs/3093.htm> (course materials)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



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CARDIO PULMONARY RESUSCITATION-ADULT

Skill Number: CPR-1

INSTRUCTIONS TO THE MONITOR/EVALUATOR

1. The Trainee shall be given the instructions below before beginning the exercise.
2. Check off each step as the Trainee completes it.

EQUIPMENT / PLANNING LIST

- A. Training Room/Building to conduct training
- B. American Heart Association skills check off (to use as a master Instructor Guide)
(<http://www.heart.org>)
- C. 1 CPR Mannequin (if available. If none are available, Trainee may *verbalize* skills)
- D. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

The Trainee, given the materials listed in section 1, shall demonstrate **ADULT** CPR. Note to the Trainee- THIS IS NOT for certification . This is used as a training tool only. For the certification in CPR, see Training Officer or designee to inquire about classes.

1. Verbalizes scene is safe
2. Check for response- TAP and SHOUT
3. Calls for help
4. Tells someone to phone 911 and get an AED
5. Checks for breathing- (Evaluator shall state- NONE)
6. Locates hand placement for compressions
 - a. Moves clothes out of the way of chest area
 - b. Lower half of the breastbone
7. Delivers 1st set of compressions
 - a. 30 compressions in 18 seconds or less
8. Gives 2 breaths with mask and 2 breaths without mask
 - a. At least 1 breath results in visible chest rise
 - b. Breaths given and compressions started within 10 seconds
9. Delivers 2nd set of compressions
 - a. Gives at least 23 of 30 compressions in correct chest location
10. Gives 2 breaths with mask and 2 breaths without mask
 - a. At least 1 breath results in visible chest rise
 - b. Breaths given and compressions started within 10 seconds
11. EVALUATOR states: "You have just completed 5 sets of compressions and breaths."



INDIANA FIREFIGHTER TRAINING SYSTEM

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Reference Material – (<http://www.heart.org>) (course materials)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



INDIANA FIREFIGHTER TRAINING SYSTEM

2013 CORE COMPETENCY TASK BOOK



CARDIO PULMONARY RESUSCITATION-INFANT

Skill Number: CPR-2

INSTRUCTIONS TO THE MONITOR/EVALUATOR

- | | |
|----|--|
| 1. | The Trainee shall be given the instructions below before beginning the exercise. |
| 2. | Check off each step as the Trainee completes it. |

EQUIPMENT / PLANNING LIST

- A. Training Room/Building to conduct training
- B. American Heart Association skills check off (to use as a master Instructor Guide)
(<http://www.heart.org>)
- C. 1 CPR Mannequin (if available. If none are available, Trainee may *verbalize* skills)
- D. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

The Trainee, given the materials listed in section 1, shall demonstrate ***INFANT*** CPR. Note to the Trainee- **THIS IS NOT** for certification. This is used as a training tool only. For the certification in CPR, see Training Officer or designee to inquire about classes.

- | | |
|-----|---|
| 1. | Verbalizes scene is safe |
| 2. | Check for response- TAP and SHOUT |
| 3. | Calls for help |
| 4. | Tells someone to phone 911 and get an AED |
| 5. | Checks for breathing- (Evaluator shall state- NONE) |
| 6. | Locates hand placement for compressions
a. Two fingers just below the nipple line on the breastbone |
| 7. | Delivers 1 st set of compressions
a. 30 compressions in 18 seconds or less |
| 8. | Gives 2 breaths without mask
a. At least 1 breath results in visible chest rise
b. Breaths given and compressions started within 10 seconds |
| 9. | Delivers 2 nd set of compressions
a. Gives at least 23 of 30 compressions in correct chest location |
| 10. | Gives 2 breaths with mask and 2 breaths without mask
a. At least 1 breath results in visible chest rise
b. Breaths given and compressions started within 10 seconds |
| 11. | EVALUATOR states: "You have just completed 5 sets of compressions and breaths." |



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Reference Material – (<http://www.heart.org>) (course materials)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



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Care of PPE (Turnout Gear)- Cleaning Solution

Skill Number: PPE Care-1

INSTRUCTIONS TO THE MONITOR/EVALUATOR

- | | |
|----|--|
| 1. | The Trainee shall be given the instructions below before beginning the exercise. |
| 2. | Check off each step as the Trainee completes it. |

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (coat, pants)
- B. Training Room/Building to conduct training with location to hang dry PPE
- C. Clean towels
- D. Gear cleaning solution with warm water
- E. PPE Specification/Maintenance guide & Department policies on gear cleaning/storage
- F. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

While the Trainee's turnout gear is laid out with the 4 pieces of the ensemble detached, the Trainee shall follow the below tasks in caring for (cleaning) and storing the gear. The helmet shall be left in one piece. For more information on cleaning, see manufacturer's guide for specific PPE.

- | | |
|----|---|
| 1. | Wash off any hazardous particulates of the outer shells of all PPE with warm water, and gear cleaning solution. |
| 2. | Wash off any hazardous particulates of the liners with warm water, and gear cleaning solution. |
| 3. | Turn shells/liners inside out and repeat cleaning process. |
| 4. | Ensure that all clips, snaps, zippers and Velcro are washed clean. |
| 5. | Wipe down all pieces of PPE with clean towel. |
| 6. | Hang in a dry area to allow the drying process. |
| 7. | Once dry, gear shall be placed back into ready position |



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Reference Material – IFSTA Manual, 5th Edition, Chapter 5 (Personal Protective Equipment)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



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Care of PPE (Turnout Gear)- Gear Washer

Skill Number: PPE Care -2

INSTRUCTIONS TO THE MONITOR/EVALUATOR

- | | |
|----|--|
| 1. | The Trainee shall be given the instructions below before beginning the exercise. |
| 2. | Check off each step as the Trainee completes it. |

EQUIPMENT / PLANNING LIST

- A. Turnout gear (coat, pants)
- B. Training Room/Building to conduct training with location to hang dry PPE
- C. Gear washer with proper cleaning solution
- D. PPE Specification/Maintenance guide & Department policies on gear cleaning/storage
- E. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

While the Trainee's turnout gear is laid out with the 4 pieces detached, the Trainee shall follow the below tasks in caring for (cleaning) and storing the gear. For more information on cleaning, see manufacturer's guide for specific PPE.

- | | |
|----|---|
| 1. | Ensure that gear washer is clear of any other piece of ensemble and ready for use. |
| 2. | Remove all equipment from pockets of PPE |
| 3. | Ensure that all pieces of the elements are detached from one another (2 liners, 2 shells) |
| 4. | Snap all closures (if Velcro, Velcro all pieces together). |
| 5. | Turn the detached layers inside out and place in washer. |
| 6. | Turn the washer onto the proper setting (specification of washer/PPE manufacturer) and add proper cleaning solution |
| 7. | Allow washer to run full cycle. Once complete, pull all PPE from washer. |
| 8. | Hang in a dry area to allow the drying process. DO NOT TUMBLE DRY |
| 9. | Once dry, gear shall be placed back into ready position |



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Reference Material – IFSTA Manual, 5th Edition, Chapter 5 (Personal Protective Equipment)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



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Care of PPE (Helmet, Hood, Gloves)

Skill Number: PPE Care -3

INSTRUCTIONS TO THE MONITOR/EVALUATOR

1. The Trainee shall be given the instructions below before beginning the exercise.
2. Check off each step as the Trainee completes it.

EQUIPMENT / PLANNING LIST

- A. Fire helmet, hood, gloves
- B. Training Room/Building to conduct training with location to hang dry PPE
- C. Gear washer with proper cleaning solution
- D. PPE Specification/Maintenance guide & Department policies on gear cleaning/storage
- E. Clean cloth or towel
- F. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

The Trainee shall follow the below tasks in caring for (cleaning) and storing the gear. For more information on cleaning, see manufacturer's guide for specific PPE.

1. Rinse off PPE with warm water to remove debris, soot, etc.
2. Place warm, soapy water or cleaning solution (see specification guide) in tub or sink that is designated for gear use
3. Place gloves, hood and helmet in solution or water (hood and gloves CAN be placed in gear washer, with pants and coat)
4. Thoroughly clean PPE with solution and cloth
 - a. Helmet- If cleaning without submerging in solution, wipe down thoroughly with the clean cloth (including all components of helmet)
5. Once clean, place PPE in wary, dry area to air dry. **DO NOT TUMBLE DRY** hood or gloves
6. Once dry, gear shall be placed back into ready position



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Reference Material – IFSTA Manual, 5th Edition, Chapter 5 (Personal Protective Equipment)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



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Care of SCBA (Harness and Bottle)

Skill Number: SCBA Care -1

INSTRUCTIONS TO THE MONITOR/EVALUATOR

1. The Trainee shall be given the instructions below before beginning the exercise.
2. Check off each step as the Trainee completes it.

EQUIPMENT / PLANNING LIST

- A. SCBA Assembly (bottle, harness, regulator)
- B. Training Room/Building to conduct training with location to lay out air pack assembly to dry
- C. Proper cleaning solution (per specification guide)
- D. Department policies on SCBA cleaning/storage
- E. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

While the Trainee's SCBA is laid out with the assembly and bottle detached, the Trainee shall follow the below tasks in caring for (cleaning) and storing the SCBA. For more information on cleaning, see manufacturer's guide for SCBA.

1. Rinse the bottle and harness off with warm water
2. Apply cleaning solution or soapy water to bottle and harness (See specification guide)
3. Rinse off solution or soapy water, with warm water
4. Clean threads of bottle, and regulator pieces
5. Inspect hoses on assembly to ensure that pieces are intact and ready for use
6. Inspect bottle to ensure that it is ready for use, and no deficiencies are noted
7. Place assembly in a warm area to dry in a flat position with straps out
8. Once dry, SCBA shall be placed back into ready position in the seat mount, storage case or compartment

Reference Material – IFSTA Manual, 5th Edition, Chapter 5 (Personal Protective Equipment)

Trainee's Name

Date

Evaluator's Name

Trainee's Signature

Updated

Evaluator's Signature



INDIANA FIREFIGHTER TRAINING SYSTEM

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Care of SCBA (Mask)

Skill Number: SCBA Care -2

INSTRUCTIONS TO THE MONITOR/EVALUATOR

- | | |
|----|--|
| 1. | The Trainee shall be given the instructions below before beginning the exercise. |
| 2. | Check off each step as the Trainee completes it. |

EQUIPMENT / PLANNING LIST

- A. SCBA Mask
- B. Training Room/Building to conduct training with location to dry
- C. Proper cleaning solution (per specification guide)
- D. Clean cloth
- E. Department policies on SCBA mask cleaning/storage
- F. Batteries for voice amplifier (if applicable)
- G. Trainee Check Off Form

INSTRUCTIONS TO THE TRAINEE

While the Trainee's mask is laid out and detached from SCBA assembly, the Trainee shall follow the below tasks in caring for (cleaning) and storing the SCBA mask. For more information on cleaning, see manufacturer's guide for SCBA (mask).

- | | |
|----|---|
| 1. | Detach voice amplifier system and hoses, if applicable |
| 2. | Place warm, soapy water or cleaning solution (see specification guide) in tub or sink that is designated for gear use |
| 3. | Submerge mask in solution or soapy water |
| 4. | Use a clean cloth to wipe down inside/outside of mask |
| 5. | Clean any loose hoses from masks, in same manner, if applicable |
| 6. | Ensure that facial cup, lens piece and other components are clean (to specification) |
| 7. | Place on counter area, or dry surface to dry |
| 8. | If voice amplifier system needs battery change, check manufacturer specification and change accordingly |



INDIANA FIREFIGHTER TRAINING SYSTEM

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Reference Material – IFSTA Manual, 5th Edition, Chapter 5 (Personal Protective Equipment)

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



INDIANA FIREFIGHTER TRAINING SYSTEM 2013 CORE COMPETENCY TASK BOOK



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CORE COMPETENCY TASK BOOK DEPARTMENT CHECKOFF

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NOTE

This file shall be retained at the fire station/agency in which the training is being conducted.



INDIANA FIREFIGHTER TRAINING SYSTEM 2013 CORE COMPETENCY TASK BOOK



10 Step Action Plan for a Safer, More Effective Interior Attack

This can be used as a lesson plan for an experienced instructor to deliver a one hour presentation on structural firefighting operations. An experienced instructor can adapt this program to their own department. This is a guide and is the philosophy used in the development process. Not every department can do all of the tasks associated with the guiding document. Developed by Chief John M. Buckman III.





INDIANA FIREFIGHTER TRAINING SYSTEM

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Step 1 – Apparatus Placement

- Assume the worst
- Pessimistic placement
 - Fire-ground forecasting
 - Cue-based decision-making
- Position apparatus for:
 - Effective deployment
 - Defensive posturing
 - In accordance with the strategy being deployed
- Cues for proper placement:
 - Three-sided approach if possible
 - Just past or just short of the structure for truck company access
 - Allows either a two or three sided view for size-up on arrival
 - Corners are safest areas for placement during a collapse
 - Fire location, type of occupancy, contents
 - Involved structure height
 - Collapse zone positioning
 - Overhead hazards
 - Run off potential (uphill if possible)
 - Smoke/wind (upwind if possible)
 - Type of fire attack
 - Defensive coverage
 - Need for defensive attack on arrival



INDIANA FIREFIGHTER TRAINING SYSTEM 2013 CORE COMPETENCY TASK BOOK



Step 2 – First arriving Radio Report

- Four Step Process:
 - I – Identify
 - Identify unit or apparatus
 - D – Describe
 - Describe visible conditions applicable to the strategy and tactics being deployed
 - E – Establish
 - Establish command with a geographical identifier
 - A – Action Mode
 - Describe the actions of you and your crew – Investigative, Fast attack, Command Mode





INDIANA FIREFIGHTER TRAINING SYSTEM 2013 CORE COMPETENCY TASK BOOK



Step 3 – Size-up (360 Degree Evaluation)

- What the 360 ° provides:
 - Ability to isolate utility feeds
 - Ability to determine building size and construction features
 - Evaluate the need for occupant rescue
 - Assess the exterior of the occupancy for signs of early collapse
 - Determine general fire location and extent of involvement
 - Determine points of access and egress
 - Evaluate ventilation needs prior to the initiation of a fire attack

**360°
SIZE-UP**

Complete a 360° walk-around of scene noting conditions of emergency, potential hazards to personnel, and deployment of resources.

FRONT OF STRUCTURE

BACK OF STRUCTURE

WHAT'S YOUR RESPONSE? **BE SAFE.**

COURAGE TO BE SAFE

Logos: IOWS, IAFF, IAFC, IAEMS, Indiana SAFE Fire Service Initiative



INDIANA FIREFIGHTER TRAINING SYSTEM 2013 CORE COMPETENCY TASK BOOK



Step 4 – Assemble Tools for Interior Operations

- Firefighters Ill Equipped:
 - Why?
 - Quick attack mentality
 - Aggressive nature
 - How do we fix this problem?
 - Identify what needs to be taken inside
 - Determine what tasks need to be performed
 - Determine who needs accomplish each task
 - Develop a culture that promotes preparedness
 - Assign tools according to their area of responsibility
- Tool Assignments:
 - Lead firefighter
 - Nozzle – responsible for hose deployment to the point of entry
 - Back-up firefighter
 - Forcible entry/exit tools and small pike pole – responsible for forcible entry and opening up the concealed spaces in the immediate fire area
 - Company officer
 - T.I.C. – responsible for overall direction and control of the fire attack crew





INDIANA FIREFIGHTER TRAINING SYSTEM

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Step 5 – Ensure Proper Staffing (R.I.T. Established)

- 2 In/2 Out Compliance:
 - How many departments are 100% compliant?
 - If not, why not?
 - Desire to act
 - Action oriented mentality
 - General Make-up of the modern firefighter
 - How do we fix the problem?
 - We MUST slow down
 - See the big picture
 - Allow sufficient personnel to arrive to avoid unnecessary risk
 - An unoccupied building is NOT worth the risk
- 2 In/2 Out Compliance:
 - Prolonged burn time increases risk
 - More property is lost
- What is your department's potential?
 - Optimum staffing 2 – 1 3/4 " lines
 - Minimum staffing 1 – 1 ." lines
- Some risks are insurmountable with the available resources



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Step 6 – Hose-line Selection/Advancement

- Hose-line selection
 - GPM > BTU
 - Firefighters are creatures of habit
 - 1 ." pre-connect is **NOT OK for ALL fires**
 - ***Overwhelm the BTUs***
- Choosing the right line:
 - Size of the structure
 - Length x Width x Height divided by 100
 - Type of occupancy
 - Residential – 1 ." (1-2 rooms)
 - Residential – 2 ." (>2 rooms)
 - Commercial – 2 ." or portable deck gun – BIG WATER
 - Building construction
 - Wood frame – rapid fire spread
 - Tilt wall – limited fire spread / concentrated heat
 - Occupancy/fuel load
 - Class A combustibles
 - Flammable / combustible liquids
 - Pressurized vessels
 - Outside cues
 - Lazy smoke – low heat, slowly advancing fire
 - Pushing smoke – high heat, rapid fire spread
 - Building involvement - strategic thinking
 - Go!!!
 - No go!!!
 - Proper risk management
- What can be saved?
- What is the risk involved?
 - If we can't SAFELY overwhelm it, WE DON'T GO!
- Advancement:
 - Three questions to consider:
 - Where are we going?
 - How are we going to get there?



INDIANA FIREFIGHTER TRAINING SYSTEM

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- Who is doing what to help us accomplish this task?
- Where are we going?
 - Frontal attack (side A)
 - Path of least resistance
 - Unburned to burned
 - **Critical Factors**
 - Victim safety
- Water between the victim and fire
 - Property conservation
- How can we best protect the unburned?
 - Company officers **MUST** take these items into consideration prior to directing the initial fire attack
- How are we going to get there?
 - What is the safest most effective way to advance the hose-line?
 - Do we need to gain access via a ladder?
 - What obstructions will we have to overcome?
 - Do we need to do a dry stretch or a wet stretch?
 - Dry stretch
- Should not be deployed to the fire floor without a barrier between the fire and the advancing crew
 - Wall, door, etc.
- Company officer awareness of conditions – **CRITICAL**
- **ALWAYS** maintain a clear means of egress
- If smoke and heat conditions require you to crawl, you're too deep!
- Don't make access to the fire area before the line is properly charged
 - Advantages to a dry stretch
- Allows for a more rapid hose deployment
- Minimizes the pre-fire attack fatigue
- Allows for additional hose to be deployed in the area of fire attack (slack is advanced to the floor of operation)
 - Disadvantages to a dry stretch
- Potential for rapid fire advancement without protection
- Unpredictable ventilation
 - Window failure
 - Uncoordinated ventilation
- Mechanical failure
 - Pump, nozzle, hose
- Unforeseen kinks may reduce available fire flow
 - Doors, corners, etc.
- **Safety Note**



INDIANA FIREFIGHTER TRAINING SYSTEM

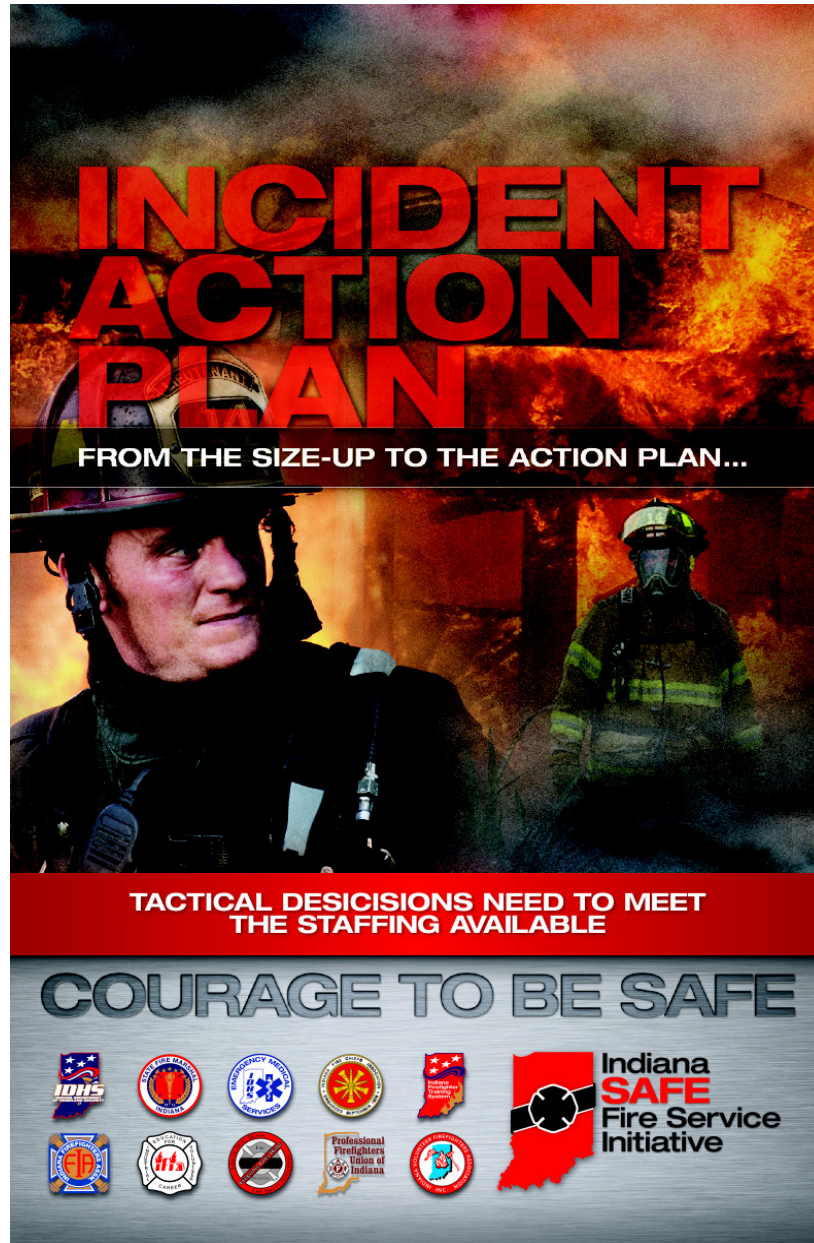
2013 CORE COMPETENCY TASK BOOK



- Dry stretches must be performed under the strict supervision of an alert company officer
- ALL personnel **MUST** maintain an awareness of their surroundings
- Must be prepared to immediately retreat if conditions change prior to the line being charged
 - Wet stretch
- Advantages
 - Allows for immediate fire attack
 - Established safety factor – defense mechanism in place if needed
 - Reduced kinking potential
- Disadvantages
 - Labor intensive deployment
 - Crews are less likely to pull extra hose
 - Prolonged/delayed deployment
 - Requires crews to standby at corners to assist with deployment
- Who is doing what to help us accomplish this task?
 - Nozzle operator
 - Ensure the nozzle is set according to the type of attack
 - Navigate to the point of fire attack
 - Maintain a constant awareness of surroundings
 - Plan for a secondary means of escape
 - Company officer
 - Evaluate fire conditions
 - Consider the “pushing action” of the advancing fire stream
- Steam conversion factor
- Wrap around effects of open rooms
 - Maintain a constant awareness of surroundings
 - Have a plan of action for escape
- Support personnel
 - Assist in advancing the hoseline
 - Consider how the building layout can assist during multi-story operations
- Use gravity to assist with advancement
 - Follow the deployed hoseline to the nozzle
 - Provide backup for fire attack
 - Maintain awareness of escape plan options
- Deployment tip
 - Attempt to form an “S” formation behind the advancing crew to reduce kinks
- Where?
 - Floor of operation
 - Outside of the structure at the point of entry



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Step 7 – Evaluation of Interior Conditions

- Company officer:
 - Perform quick interior “risk assessment”
 - Smoke conditions
- Thick black smoke
 - highly combustible
 - Visibility – thermal layer
 - Low visibility – Volatile environment
 - Heat conditions
 - High heat/low visibility – rapid cooling with ventilation required
 - T.I.C. reading
 - Temperature reading/gray scale differential
 - Time
 - How long has the fire been burning – structure versus contents
 - Gut feeling





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(Step 7 Continued)

- Is the fight worth the risk?
- Fight or flight actions
 - Fight
 - 60 ° fog in the overhead
 - Push the advancing flames and gases away from the nozzle crew
 - SAFETY NOTICE
 - Too much water in the overhead can cause:
 - Thermal imbalance
 - Decreased visibility
 - Excessive steam production
 - Penciling/Pulsing
 - Short bursts using a strait stream in the upper corners to reduce the temperature of the combustible gases below their ignition temperature
 - SAFETY NOTICE This technique is used to prevent flashover, NOT as a primary means of fire attack/ suppression
 - Direct application to the base of the fire





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(Step 7 Continued)

- Final knockdown is achieved by the proper application of an effective stream to the materials that are burning
- Flight
 - The immediate decision to evacuate/retreat to an area of safe refuge
 - Evacuation:
 - Immediate evacuation from the superheated environment via the primary or secondary means of egress
 - Retreat:
 - Immediate lateral movement to an position of isolation/safety (wall breach, refuge behind a wall or barrier) – i.e. door
 - SAFETY NOTE:
 - Keep in mind...
 - Point of no return theory
 - >> 2 seconds (2.5' per second)
 - >> Approximately 5' for escape

Step 8 – Coordination of Ventilation Efforts

- Important points to consider
 - Where is the fire
 - Where do I want it to go?
 - Is there a natural or existing opening?
 - Skylights
 - Windows
 - How will the fire react to the ventilation efforts?
 - Immediate smoke removal
 - Potential for additional fire spread/damage
 - What type of construction are you dealing with?
 - Lightweight truss construction
 - Extreme risk of collapse for vertical ventilation
 - Tiled roofs
 - Contra-indication for vertical ventilation
 - Balloon frame
 - High probability of concealed fires advancing into the attic – NO PPV
 - Tilt Wall
 - Limited lateral openings



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- Strong consideration for vertical or high-volume PPV

(Step 8 Continued)

- Time – what type of ventilation will provide the safest, most immediate release of heat and smoke?
 - Vertical – labor intensive, likely to be time consuming
 - PPV/Mechanical – less labor intensive, quick to initiate
 - Horizontal/Hydraulic – can be self-initiated by the nozzle crew

Step 9 – Fire Stream Management

- Method of attack:
 - Direct attack
 - Direct application of water to the base/seat of the fire
 - Most often used for deep seated fires that require penetration by the hose stream
 - Advantages
 - Minimized steam production
 - Minimal disruption of the thermal imbalance
 - Indirect attack
 - Direct application of water to the overhead to capitalize on the formation of steam in an effort to smother the fire
 - Typical applications – doorway attack which provides protective barrier
 - Consider closing the door (if possible) to isolate of contain the steam
 - Combination attack
 - Direct application of water to the overhead gases immediately followed by a direct application to the base of the fire
- Most notable methods include:
 - “O”
 - “T”
 - “Z”
 - Tactical note
- This method of attack coupled with coordinate ventilation produces minimal disruption to the thermal balance while at the same time directly cools the involved fire loads



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Step 10 – Progress Reporting

- What should be included?
 - Phoenix acronym – C.A.N.
 - Conditions
 - “Fire attack to command, we have a room heavily involved in fire on the second floor...”
 - Actions
 - “...we have water on the fire...”
 - Needs
 - “...we need a backup line stretched to the second floor landing.”
 - Accountability report
 - P – Personnel
 - A – Accountability
 - R – Report



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(Step 10 Continued)

Supportive Safety Efforts

- Essential actions of exterior personnel:
 - On-going risk assessment
 - Proper accountability
 - Assignment of a dedicated Safety Engine/R.I.T. Team
 - Required deployment of backup lines
 - Timely progress reports
 - Interior/exterior
 - Fire-ground forecasting of changing conditions
 - Proactive deployment of ground ladders for secondary means of egress
 - Proactive removal of security bars
 - Secure/hard exit points
 - Proactive deployment of exit point lighting/scene lighting
 - Call for help early – extra alarm in reserve





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PPE- Bunker Gear/SCBA Confidence Drill

Skill Number: PPE- Confidence Drill (CD)

INSTRUCTIONS TO THE MONITOR/EVALUATOR

- | | |
|----|--|
| 1. | The Trainee shall be given the instructions below before beginning the exercise. |
| 2. | Check off each step as the Trainee completes it. |

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Training Room/Building to conduct training
- C. Watch with second hand or stop watch (for vitals and timing on how long it takes for each bottle).
- D. Complete SCBA
- E. Tractor tire or Keiser sled for forcible entry station w/ sledge hammer or approved mallet
- F. 1 - 25' extension ladder
- G. Mannequin for rescue station
- H. Charged 1 3/4 " (50') with nozzle (supplied by hydrant or pumper)
- I. 5 Traffic cones
- J. Basketball or volley ball
- K. Wax paper or covering for mask to simulate smoke filled environment
- L. 150' section of 2 1/2 " dry hose in a hotel/shoulder load
- M. 150' section of 1 3/4 " dry hose laid out for a search pattern
- N. Webbing
- O. Trainee Check Off Form
- P. Blood Pressure cuff with stethoscope

INSTRUCTIONS TO THE TRAINEE

While standing in the ready position at their turnout gear, once the Evaluator says begin, the Trainee shall don PPE (Boots, pants, coat, gloves, hood, & helmet) and complete SCBA, apply air source, and complete the skills stations that are present until Trainee has ran out of bottle #1. At the end of bottle #1 and rehab, Trainee will complete 2nd evolution in the same manner. Once the Trainee has gone through 2 complete bottles, the drill has concluded. ****Note-** the first evolution will conclude when the Trainee has gone through the first complete bottle. The Trainee shall then proceed to rehab for 15 minutes. Once rehab is completed (and 2nd set of vitals are taken), Trainee shall begin at skill #1 (PPE and SCBA).

**** Note-** Departments shall utilize the hose size they normally use. (I.e. if a department has 1 1/2" and not 1 3/4", they shall use this in place of the specified size).



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1.		Trainee shall have base line vitals taken prior to the event.
2.		Evaluator will state 'GO' and the Trainee shall don full bunker gear, including gloves and hood.
3.		Don Self Contained Breathing Apparatus.
4.		Attach air supply via SCBA and mask, and begin to breathe the air.
5.		Hoist the hotel pack/shoulder load over shoulder of choice. Proceed around the two cones (pre determined at 50') for two revolutions. Once the Trainee has crossed the start/finish line, they shall release the pack on ground.
6.		Trainee shall proceed to the search station. Trainee shall place the mask covering in their mask and kneel to the starting point.
7.		Trainee shall begin search by crawling around the pre determined search area with one hand on the 1 ¾" dry hand line, and the other hand working in a search pattern. Trainee shall follow line to the other coupling, at which point the skill station has been completed. Trainee shall remove the mask covering from the mask.
8.		Trainee shall proceed to the extension ladder station. The Trainee shall raise the ladder against the wall in a resting position.
9.		Trainee shall hoist the ladder to its full length by raising the halyard rope in a hand over hand method.
10.		Once ladder has been extended to its full length, the Trainee shall lower the ladder with the halyard rope in a hand over hand method.
11.		Trainee shall proceed to the forcible entry simulator. Trainee shall grasp tool and strike Keiser sled until the balanced weight rests at the opposing end of the beginning. If striking a tire, the Trainee shall strike the tire, until the tire has moved at least 5'.
12.		Trainee shall proceed to the mannequin/rescue carry. The Trainee shall grasp the mannequin and drag approximately 25' around 2 cones and back. Once the Trainee has drug the mannequin back to the start/finish line, the drill has concluded. **Note- both of the mannequin's feet must cross the line to pass. Webbing is permitted to use by the Trainee for this skill station.
13.		Trainee shall proceed to the hose line station. With a basket ball or volley ball on the top of a cone, the Trainee shall drag a charged 50' section of 1 ¾" hose line until the line is completely stretched out.
14.		Once the Trainee has the line completely stretched, they shall open the nozzle to a desired stream (Trainee's discretion), centered at the ball on the cone.
15.		The Trainee shall strike the ball with the water, forcing the ball off of the cone, concluding the drill.
16.		Trainee shall doff all bunker gear and SCBA, and have base line vitals taken



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Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature

<u>Pre Course Vitals:</u>									
	Blood Pressure		/		Pulse		Respirations		
<u>Rehab Vitals:</u>									
	Blood Pressure		/		Pulse		Respirations		
<u>Post Course Vitals</u>									
	Blood Pressure		/		Pulse		Respirations		
Vitals taken by:					PSID #				



INDIANA FIREFIGHTER TRAINING SYSTEM

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Rescue- Victim Search and Rescue Drill

Skill Number: Rescue- VSR

INSTRUCTIONS TO THE MONITOR/EVALUATOR

- | | |
|----|--|
| 1. | The Trainee shall be given the instructions below before beginning the exercise. |
| 2. | Check off each step as the Trainee completes it. |

EQUIPMENT / PLANNING LIST

- A. Full turnout gear (helmet, hood, coat, pants, boots, gloves)
- B. Training Room/Building to conduct training
- C. Complete SCBA
- D. Mannequin
- E. Salamander heater (with power supply source)
- F. Trainee Check Off Form
- G. Webbing
- H. Door way (standard size)
- I. 4' x 3' piece of plywood
- J. Training smoke, wax paper or mask covering for obscured visibility
- K. Dry 100' section of 1 3/4" or 1 1/2" hose line
- L. 2 way radios on a tactical training frequency (if no radios are available, voice simulation is permitted to use in place of the radio communications)

INSTRUCTIONS TO THE TRAINEE

With full PPE (bunker gear and SCBA), the Trainees shall follow the dry hose line in an obscured environment in locating a victim. The Trainees shall rescue the victim and bring them back to the start/finish line. This drill will be completed as a TEAM element drill (2 Trainees). This drill is not timed.

****Note-** Evaluator shall place the 4' x 3' piece of plywood in the doorway, approximately 18" above ground level. The salamander heater shall be placed near the mannequin to simulate extreme heat conditions. DO NOT place the mannequin directly on the salamander heater. This could possibly melt the mannequin and cause an actual emergency.

- | | |
|----|---|
| 1. | Trainees #1 and #2 shall don full turnout gear. |
| 2. | Don Self Contained Breathing Apparatus. (At this time, the evaluator will place wax paper or mask covering in/over mask. If using a smoke machine, training smoke or fog should be distributed so that the room is completely obscured.) |



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3.	Attach air supply via SCBA and mask, and begin to breathe the air.
4.	Trainees shall follow the dry hose line to the door way, notify incident command that they have entered the building/room, and maintain verbal communication during this event.
5.	Trainees shall find their way under the plywood, maintaining verbal communication and contact with the hose line.
6.	Trainees shall use a search pattern that is in accordance with their AHJ's policies regarding search and rescue operations.
7.	Once the Trainees have located the mannequin, an evaluator shall turn on the salamander heater until the Trainees have removed the mannequin out of the rescue location. The Trainees shall notify incident command that they have located the mannequin and will be exiting through their egress point.
8.	Trainees shall remove the mannequin to a safe area, outside of the building/room.
9.	Once the rescue efforts are completed, the Trainees shall notify incident command that they have exited the building/room with the victim and have PAR of 2.

Trainee's Name	Date	Evaluator's Name
Trainee's Signature	Updated	Evaluator's Signature



INDIANA FIREFIGHTER TRAINING SYSTEM 2013 CORE COMPETENCY TASK BOOK



Live Burn Variance Form Information

Introduction

In accordance with “**Indiana Code 326 IAC4-1 Fire Training**” along with the Indiana Department of Environmental Management (IDEM), any agency conducting a live burn as part of their training program must adhere to the guidelines that are outlined below. We have provided copies of the variance forms in this guidance document.

Definition

“Indiana’s open burning rule, 326 IAC 4-1, allows burning for the purpose of fire training by municipal and volunteer fire departments and other entities, such as businesses. In some cases, prior approval or notification is required before conducting the fire training.” (IDEM, 2013).

Exempt Fire Training

The burning of clean petroleum products, natural gas, methane, or propane for fire extinguisher training is exempt under 326 IAC 4-1 and does not require prior approval or notification as long as the following conditions are met:

- The local fire department and health department must be notified at least twenty-four (24) hours in advance of the date, time, and location of the burning.
- Except as provided below, daily fuel volume amounts burned are limited to one (1) of the following:
 - Fourteen (14) gallons of clean petroleum products.
 - Two hundred twelve (212) gallons of propane.
 - Twenty-nine thousand seven hundred (29,700) cubic feet of natural gas or methane.
- A combination of the fuels listed above may be burned each day. The amount of each fuel that can be burned each day shall be determined as follows:
 - The volume of each fuel to be burned each day shall be calculated as a percentage of the maximum volume allowed above for that fuel.
 - The sum of the percentages for each fuel burned each day shall not exceed one hundred percent (100%).
- All burning of clean petroleum products shall take place in a noncombustible container or enclosure that has enclosed sides and a bottom.
- All burning shall be conducted in such a manner so as to prevent any possibility of soil contamination or uncontrolled spread of the fire.



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- Only one (1) fire may be allowed to burn at a time.
- Fires must be attended at all times and until completely extinguished.
- If at any time a fire creates a pollution problem; threat to public health; nuisance; or fire hazard; it shall be extinguished.
- No burning shall be conducted during unfavorable meteorological conditions such as any of the following: high winds, temperature inversions, air stagnation, or when a pollution alert or ozone action day has been declared.
- All burning shall comply with other federal, state, and local laws, rules, and ordinances.
- Adequate firefighting equipment shall be on-site for extinguishing purposes during burning times.
- Burning shall be conducted during daylight hours only, and all fires shall be extinguished before sunset.

Notifications

Municipal fire departments are allowed to burn two single family, non-demolished structures per calendar year for fire training without prior approval subject to the following conditions:

- Written notification (available on the IDEM Forms page) is submitted to IDEM, OAQ at least 30 days prior to the burning.
- Written notification must be provided to each interested party or person owning or renting property within 500 feet of the structure or publish a public notice in the local newspaper at least 15 days prior to the burn.
- The fire department must notify the county health department and county sheriff's department at least twenty-four (24) hours prior to the burning and include the date, time, and location of the burning.
- All asbestos-containing materials, asphalt roofing including backer paper, and vinyl siding including Styrofoam backer insulation must be removed before the intentional burning of any structure. These materials may not be burned and must be handled or disposed of in accordance with the applicable rules of the solid waste management board at 329 IAC 10 and 329 IAC 11.
- Mercury containing equipment and fluorescent bulbs must be removed from the house and properly recycled or disposed of in accordance with the applicable rules of the solid waste management board at 329 IAC 10.
- No burning shall take place within one hundred (100) feet of a structure or power line or three hundred (300) feet of a frequently traveled road, fuel storage area, or pipeline.
- All burning must comply with other federal, state, or local laws, regulations, or ordinances, including 40 CFR 61, Subpart M* (National Emissions Standards for Asbestos).
- Fires must be attended at all times and until completely extinguished.



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- If at any time a fire creates a pollution problem; threat to public health; nuisance; or fire hazard; it shall be extinguished.
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- All burning shall comply with other federal, state, and local laws, rules, and ordinances.
- Adequate firefighting equipment shall be on-site for extinguishing purposes during burning times.
- Burning shall be conducted during daylight hours only, and all fires shall be extinguished before sunset.

Approvals

Several types of fire training require approval before the training can be conducted. These include:

- Volunteer fire departments or businesses that would like to conduct fire training that is not exempt must submit an application and receive prior approval before conducting the fire training.
- Municipal fire departments that would like to conduct more than two burns need to submit an application with adequate justification for the need for additional burns and receive approval prior to conducting the fire training.
- Non-exempt fire training that will be conducted at a fire training facility. An approval to conduct the training for multiple years may be granted as long as an acceptable burn plan is included with the application.

All approvals will include conditions for burning consistent with Indiana laws and rules.

Web link for Fire Training Information and Forms:

<http://www.in.gov/idem/airquality/2414.htm>

Contact Information:

- (317) 232-8603 (offices)
- (800) 451-6027 (toll free within Indiana)
- (317) 233-6865 (fax)



INDIANA FIREFIGHTER TRAINING SYSTEM 2013 CORE COMPETENCY TASK BOOK



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INDIANA FIREFIGHTER TRAINING SYSTEM

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REQUEST FOR VARIANCE FROM 326 IAC 4-1 FIRE TRAINING

State Form 49634 (R4 / 9-09)

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Reset Form

Indiana Department of Environmental Management
Office of Air Quality - Air Compliance Branch
100 N. Senate Avenue
MC 61-50, Room 1003
Indianapolis, IN 46204-2251
Telephone (317) 233-5672 or
1-800-451-6027 (Indiana Residents Only)
<http://www.idem.in.gov/4819.htm>

- NOTE**
- This is an application for open burning approval for fire training to comply with 326 IAC 4-1. Complete and return this application to the Office of Air Quality address provided in the upper right hand side of the form or FAX to 317-233-6865. In case of questions someone may be reached at 317-233-5672 or (in Indiana) 1-800-451-6027 press 0, and ask for extension 3-5672.
 - You can fill out this form electronically, using your mouse and keyboard. Simply click inside of the number one (1. Name) field to begin, and advance to the next fields using the "tab" key on your keyboard, or by clicking in the field with your mouse.

FOR OFFICE USE ONLY

VARIANCE ID NUMBER

ASSIGNED TO

NOTE

Please complete the following and return to the Office of Air Quality, Indiana Department of Environmental Management, MC 61-51, Room 1003, Indianapolis, Indiana 46204-2251, 60 days prior to the proposed burning date. A list of names & addresses of all parties potentially affected should accompany this application using State Form 49635 "Identification of Potentially Affected Persons".

PART A: PERSON, CONTRACTOR, OR DEPARTMENT CONDUCTING BURN

1. Name	2. Title	
3. Organization name		
4. Address (number and street)		
5. City	6. State	7. ZIP code
8. Daytime telephone () -	9. FAX number () -	

PART B: PROJECT LOCATION

10. Site Address (Street or 911 address or directions from known roads/streets/intersection/and which side of road)	
11. City	12. County
13. Is burn site located in an unincorporated area? <input type="checkbox"/> YES <input type="checkbox"/> NO	14. Is the burn site within 100 feet of a structure? <input type="checkbox"/> YES <input type="checkbox"/> NO
15. 100 feet of a power line? <input type="checkbox"/> YES <input type="checkbox"/> NO	16. 300 feet of a frequently traveled road? <input type="checkbox"/> YES <input type="checkbox"/> NO
17. 300 feet of a fuel storage area or pipeline? <input type="checkbox"/> YES <input type="checkbox"/> NO	

PART C: MATERIAL TO BE BURNED

18. Specify the type of material to be burned (check all that apply) <input type="checkbox"/> Wood construction waste <input type="checkbox"/> Tree waste (Vegetation) <input type="checkbox"/> Prescribed vegetation burn <input type="checkbox"/> Structure <input type="checkbox"/> Other (Specify) _____	
19. If requesting permission to burn wood waste from a structure, is the structure standing? <input type="checkbox"/> YES <input type="checkbox"/> NO	
20. Please check the type of structure. <input type="checkbox"/> Barn <input type="checkbox"/> House <input type="checkbox"/> Out building <input type="checkbox"/> Church <input type="checkbox"/> Garage <input type="checkbox"/> Commercial <input type="checkbox"/> House trailer <input type="checkbox"/> Other (Specify) _____	
21. If material to be burned is in a pile, how many piles are there?	22. If vegetation project, number of acres involved?
23. Each pile is approximately _____ feet long _____ feet wide _____ feet high; If a circular pile _____ feet diameter _____ feet high	

PART D: PROJECTED BURNING TIME

24. Projected burning date(s) (mm/dd/yyyy)	25. Total hours of burning time
--	---------------------------------

PART E: TRAINING ISSUES

26. Purpose of training
27. Type of equipment to be used
28. Number of individuals involved
29. Names of other departments

PART F: SIGNATURE

I hereby certify that the information above is accurate to the best of my knowledge.

Signature

Date (mm/dd/yyyy)

Type or print name

Title



INDIANA FIREFIGHTER TRAINING SYSTEM

2013 CORE COMPETENCY TASK BOOK



IDENTIFICATION OF POTENTIALLY AFFECTED PERSONS

State Form 49835 (R4 / 9-09)

Reset Form

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Indiana Department of Environmental Management
Office of Air Quality – Air Compliance Branch
100 N. Senate Avenue
MC 61-50, Room 1003
Indianapolis, IN 46204-2251
Telephone: (317) 233-5672 or
1-800-451-8027 (Indiana Residents Only)
<http://www.idem.in.gov/4818.htm>

- NOTE:**
- As part of the application for open burning approval, and in order to comply with the Administrative Orders and Procedures Act IC 4-21.5-3-5, complete and return this form with your application to the Office of Air Quality address provided in the upper right hand side of the form or FAX to 317-233-8865. In case of questions someone may be reached at 317-233-5672 or (in Indiana) 1-800-451-8027 press 0, and ask for extension 3-5672
 - You can fill out this form electronically, using your mouse and keyboard. Simply click inside of the number one (1. Name) field to begin, and advance to the next fields using the "tab" key on your keyboard, or by clicking in the field with your mouse.

FOR OFFICE USE ONLY

VARIANCE ID NUMBER	ASSIGNED TO

NOTE

► Please read the related letter from the Assistant Commissioner and list here any persons whom you have reason to believe could be considered to be potentially affected under the law. The list should include adjacent land owners and those who own or rent property within five hundred (500) feet of the proposed burn site. This office will notify these parties. Failure to list a person who is later determined to be potentially affected could result in voiding our decision on procedural grounds. To ensure conformance with the Administrative Orders and Procedures Act and to avoid reversal of a decision, please list all such parties. Use additional sheets, if necessary. Sign this form and return it with the application. Please list the property owner's name in the first block below designated as the Owners Name.

PART A: THE PROPERTY OWNER

1. Owner's name	2. Address (number and street)
3. City/State	4. ZIP code

PART B: LIST OF AFFECTED PERSONS

5. Name	6. Address (number and street)
7. City/State	8. ZIP code

9. Name	10. Address (number and street)
11. City/State	12. ZIP code

13. Name	14. Address (number and street)
15. City/State	16. ZIP code

17. Name	18. Address (number and street)
19. City/State	20. ZIP code

PART C: ADDRESS OF BURN SITE

21. Address (number and street)	22. City	23. County
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PART D: SIGNATURE

I hereby certify that I have listed all affected parties, as defined by IC 4-21.5, to the best of my knowledge. If none are listed, it signifies that no such parties are known.

Signature _____
Type or print name _____

Company name _____
Date (mm/dd/yyyy) _____



INDIANA FIREFIGHTER TRAINING SYSTEM

2013 CORE COMPETENCY TASK BOOK



Indiana Department of Environmental Management
Office of Air Quality

Identification of Potentially Affected Persons
State Form 49635 (R4 / 9-09)

PART E: ADDITIONAL POTENTIALLY AFFECTED PERSONS	
24. Name	25. Address (number and street)
26. City/State	27. ZIP code
28. Name	29. Address (number and street)
30. City/State	31. ZIP code
32. Name	33. Address (number and street)
34. City/State	35. ZIP code
36. Name	37. Address (number and street)
38. City/State	39. ZIP code
40. Name	41. Address (number and street)
42. City/State	43. ZIP code
44. Name	45. Address (number and street)
46. City/State	47. ZIP code
48. Name	49. Address (number and street)
50. City/State	51. ZIP code
52. Name	53. Address (number and street)
54. City/State	55. ZIP code
56. Name	57. Address (number and street)
58. City/State	59. ZIP code



INDIANA FIREFIGHTER TRAINING SYSTEM 2013 CORE COMPETENCY TASK BOOK



Action Steps for Completing Variance Forms

1. Plan your training in advance to give all participants time to prepare for the event.
2. Visit <http://www.in.gov/idem/airquality/2414.htm> for permit and training information.
3. Conduct a pre-training survey of the training site to ensure that all information requested on the variance form is measurable.
4. Prepare a training outline for the training that you are going to conduct. This will also identify specific needs within the variance forms.
5. Complete the forms accordingly.
6. Make copies of each document, and maintain with you during the training event.
7. Remit all forms to:

**Indiana Department of Environmental Management
Office of Air Quality-Air Compliance Branch
100 N. Senate Avenue
MC 61-50, Room 1003
Indianapolis, IN 46204-2251**

Or by fax to: 1-317-233-6865



INDIANA FIREFIGHTER TRAINING SYSTEM 2013 CORE COMPETENCY TASK BOOK



Informational Guidance on Completing Forms

Variance Form 49634

NOTE		
► Please complete the following and return to the Office of Air Quality, Indiana Department of Environmental Management, MC 61-51, Room 1003, Indianapolis, Indiana 46204-2251, 60 days prior to the proposed burning date. A list of names & addresses of all parties potentially affected should accompany this application using State Form 49635 "Identification of Potentially Affected Persons".		
PART A: PERSON, CONTRACTOR, OR DEPARTMENT CONDUCTING BURN		
1. Name	2. Title	
3. Organization name		
4. Address (number and street)		
5. City	6. State	7. ZIP code
8. Daytime telephone () -		9. FAX number () -

Part A,

- Steps 1-9
 - This section is for the department conducting the training burn.

PART B: PROJECT LOCATION	
10. Site Address (Street or 911 address or directions from known roads/streets/intersection/and which side of road)	
11. City	12. County
13. Is burn site located in an unincorporated area? <input type="checkbox"/> YES <input type="checkbox"/> NO	14. Is the burn site within 100 feet of a structure? <input type="checkbox"/> YES <input type="checkbox"/> NO
15. 100 feet of a power line? <input type="checkbox"/> YES <input type="checkbox"/> NO	16. 300 feet of a frequently traveled road? <input type="checkbox"/> YES <input type="checkbox"/> NO
17. 300 feet of a fuel storage area or pipeline? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Part B,

- Steps 10-12
 - This section is the actual location for the training.
- Step 13
 - Definition of unincorporated- **Region of land that is not governed by its own local municipal corporation**
- Step 14
 - The burning cannot be within 100 feet of a structure
- Step 15
 - The burning cannot be within 100 feet of a power line



INDIANA FIREFIGHTER TRAINING SYSTEM 2013 CORE COMPETENCY TASK BOOK



(Part B, Continued)

- The burning cannot be within 300 feet of a fuel storage area or pipeline
- Step 16
 - The burning cannot be within 300 feet of a frequently traveled road
- Step 17
 - The burning cannot be within 300 feet of a fuel storage area or pipeline.

PART C: MATERIAL TO BE BURNED	
18. Specify the type of material to be burned (check all that apply) <input type="checkbox"/> Wood construction waste <input type="checkbox"/> Tree waste (Vegetation) <input type="checkbox"/> Prescribed vegetation burn <input type="checkbox"/> Structure <input type="checkbox"/> Other (Specify) _____	
19. If requesting permission to burn wood waste from a structure, is the structure standing? <input type="checkbox"/> YES <input type="checkbox"/> NO	
20. Please check the type of structure. <input type="checkbox"/> Barn <input type="checkbox"/> House <input type="checkbox"/> Out building <input type="checkbox"/> Church <input type="checkbox"/> Garage <input type="checkbox"/> Commercial <input type="checkbox"/> House trailer <input type="checkbox"/> Other (Specify) _____	
21. If material to be burned is in a pile, how many piles are there? _____	22. If vegetation project, number of acres involved? _____
23. Each pile is approximately _____ feet long _____ feet wide _____ feet high; If a circular pile _____ feet diameter _____ feet high	

Part C,

- Step 18
 - The exact material(s) that will be involved in the training should be checked in this box.
- Step 19
 - If you are wishing to burn the damaged or wasted wood from the structure, this box must be answered accordingly.
- Step 20
 - This is the type of structure that you are going to burn (i.e. if you are burning a mobile home, you will check House Trailer).
- Step 21
 - This will specify the amount of controlled burning piles that will be present (i.e. if you are burning 3 piles of a substance, you will put 3 in this box).
- Step 22
 - This is the number of acres for a controlled vegetation burn.
- Step 23
 - In response to box #21, this step is the approximate size of each pile



INDIANA FIREFIGHTER TRAINING SYSTEM

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PART D: PROJECTED BURNING TIME

24. Projected burning date(s)(mm/dd/yyyy)	25. Total hours of burning time
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Part D,

- Steps 24-25
 - The approximate dates and times of the burning shall be logged in these boxes.

PART E: TRAINING ISSUES

26. Purpose of training	
27. Type of equipment to be used	
28. Number of individuals involved	
29. Names of other departments	

Part E,

- Step 26
 - The purpose is why you are conducting the training (i.e. Fire behavior, hose-line advancement, water supply, etc.)
- Step 27
 - What equipment is going to be used for this training session? (2 engines, 1 tender, 1 ambulance, 2 dump tanks, etc.)
- Step 28
 - How many individuals are going to be involved/present during the exercise?
- Step 29
 - List the mutual aid companies that will be assisting during the training event.



INDIANA FIREFIGHTER TRAINING SYSTEM 2013 CORE COMPETENCY TASK BOOK



PART F: SIGNATURE

I hereby certify that the information above is accurate to the best of my knowledge.

Signature

Date (mm/dd/yyyy)

Type or print name

Title

Part F,

- This will acknowledge that the person who has applied for the training burn variance has provided the required information prior to conducting any open burning for training.

ALL SECTIONS ARE TO BE ANSWERED COMPLETELY



INDIANA FIREFIGHTER TRAINING SYSTEM 2013 CORE COMPETENCY TASK BOOK



Identification of Potentially Affected Persons

Form 49635

NOTE	
<p>► Please read the related letter from the Assistant Commissioner and list here any persons whom you have reason to believe could be considered to be potentially affected under the law. The list should include adjacent land owners and those who own or rent property within five hundred (500) feet of the proposed burn site. This office will notify these parties. Failure to list a person who is later determined to be potentially affected could result in voiding our decision on procedural grounds. To ensure conformance with the Administrative Orders and Procedures Act and to avoid reversal of a decision, please list all such parties. Use additional sheets, if necessary. Sign this form and return it with the application. Please list the property owner's name in the first block below designated as the Owners Name.</p>	
PART A: THE PROPERTY OWNER	
1. Owner's name	2. Address (<i>number and street</i>)
3. City/State	4. ZIP code

Part A,

- Steps 1-4
 - This section is the property owner's information.

PART B: LIST OF AFFECTED PERSONS	
5. Name	6. Address (<i>number and street</i>)
7. City/State	8. ZIP code
9. Name	10. Address (<i>number and street</i>)
11. City/State	12. ZIP code

Part B,

- Steps 5-20
 - This section is for the individuals who may be affected by the smoke, flame, or heat travel as well as vehicle traffic.



INDIANA FIREFIGHTER TRAINING SYSTEM 2013 CORE COMPETENCY TASK BOOK



PART C: ADDRESS OF BURN SITE

21. Address (<i>number and street</i>)	22. City	23. County

Part C,

- Steps 21-23
 - This section is the exact address of the burn site

PART D: SIGNATURE

I hereby certify that I have listed all affected parties, as defined by IC 4-21.5, to the best of my knowledge. If none are listed, it signifies that no such parties are known.

Signature

Type or print name

Company name

Date (mm/dd/yyyy)

(Continued on page 2)

Part D

- This will acknowledge that the person who has applied for the training burn has listed the potentially affected persons, as well as providing the contact information for the property owner and the address of the burn site.

PART E: ADDITIONAL POTENTIALLY AFFECTED PERSONS

24. Name	25. Address (<i>number and street</i>)
26. City/State	27. ZIP code

Part E,

- Steps 24-59
 - Any additional potentially affected persons shall be listed in this section.

ALL SECTIONS ARE TO BE ANSWERED COMPLETELY